

## Role Description | Policy Coordinator

*Team* | External Relations Office  
*Accountable to* | President

### *Purpose of the Role*

- Developing and publishing policy and position papers of particular interest and significance to EFPSA

### *Main Responsibilities*

- To accurately and effectively promote and present EFPSA's stance and opinion on various relevant and significant issues via the composition and publication of policy and position papers
- To work with various external entities on the composition of joint position papers

### *Tasks*

- Issuing new policies and renewing existing policies
- Developing and implementing substantial policies to accompany and aid the development of the Federation
- Providing research, analysis and drafting responses to a range of issues and topics and drafting comments and documentation in response to key issues
- Helping various teams within EFPSA through the provision of efficient and effective feedback on any position papers or documentation of similar nature
- Working with the President, External Relations Coordinator and/or partners in drafting and publishing joint position papers on relevant issues

### *Requirements*

- A strong command of the English language, especially in writing
- Excellent communicational skills
- Interest in ongoing matters within society and the field of psychology
- Good knowledge of EFPSA, its structure and procedures

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state an interest in this position, please contact the current President on [president@efpsa.org](mailto:president@efpsa.org).